

Application Instructions for an Arizona Intern License

To apply for an Arizona intern license you must have the following qualifications:

You must be enrolled and seated in class, in a US University accredited PharmD degree program or be a graduate of an accredited PharmD program. If you are a graduate of a foreign university, you must have an FPGEC certificate. You must also be a US citizen or a legal resident and authorized to work in the US. F-1 students should contact the Board before applying for licensure.

Do not apply for a graduate intern license if you have an existing Arizona intern license. If you are waiting for exams and wish to work in Arizona you should apply for a student intern license following the guidelines below. If you are a Foreign Grad then apply for a graduate intern license following the instructions below.

Complete the application.

To **APPLY ONLINE**: From the Board's home page click the word **RESOURCES**. Then from the pull down menu click **LICENSE, REGISTRATIONS AND PERMITS**. This will bring you to the Pharmacist page. At the top of this page you will see several tabs. Click on the **INTERN** tab. Once you are on the Intern page, please take a few moments to read through the information posted there. From there please go to **QUICK LINKS** located on the right side of the intern page. Select **APPLY FOR LICENSE/PERMIT ONLINE**. Read through the FINGERPRINT INFORMATION. Then at the bottom of the fingerprint page select **CONTINUE TO APPLY ONLINE**. From the application page select **BEGIN A NEW APPLICATION OR RENEWAL** and continue. On the next page select **BEGIN A NEW APPLICATION**. From the pulldown type menu, select **INTERN**. On the next page select **NO LICENSE**. Please be sure to check **AGREE** at the bottom of the **TERMS AND CONDITIONS** page. The remainder of the application is self-explanatory.

You must pay the **\$60 application fee by credit card online** and submit the required documents. **Please be sure to read carefully when making your selections online.** **The Board cannot issue refunds!** If you have applied online and feel that there may have been a processing error, please contact the Board first before trying to re-apply online. Once your application has been downloaded by the Board you will be sent a fingerprint packet to complete.

REQUIRED DOCUMENTS:

You must submit an **official copy of your transcript** or an **official letter from the school** showing your enrollment status in good standing and the anticipated year of graduation. **This document cannot be faxed or e-mailed.** It must be the original document sent from your school to the Board.

**** If you are a foreign graduate, a photocopy of your FPGE certificate will take the place of an official transcript. FOREIGN GRADS MUST HAVE AN FPGE CERTIFICATE TO APPLY!**

You will also need to send a **photocopy of your US birth certificate, US passport, or permanent resident card.** **We also require a copy of a photo ID issued by a State or Federal agency.** If you are a foreign grad on a work visa or a foreign student here on a student visa, please contact the board office before applying.

You may scan your **US birth certificate, US passport or green card** and email them as a **PDF file** to Tiffany Poetsch, **tpoetsch@azpharmacy.gov**. You may also send them via US Mail.

You will be required to do fingerprints for the intern license. **Once we receive your application, an Arizona fingerprint packet will be sent to you.** You may have any printing agency do the fingerprints. **Please make sure that you read and follow all instructions carefully!**

DO NOT SEND ORIGINAL DOCUMENTS! THEY WILL NOT BE RETURNED TO YOU!

REPORTING NON- ROTATION INTERN HOURS

You may also submit non-rotation hours earned in Arizona intern on an annual basis in order for them to be certified by the Board. You should report only **NON-ROTATION hours** earned in Arizona. All **rotation hours** should be reported to your school! **Please be sure to include your full name and your license number. Check your math! Your reported hours should be totaled on the page. Your report form will be returned to you if it is not complete.** . This form can also be found on our website at **www.azpharmacy.gov** under the forms section under **other forms and is also found in the intern section of the home page.** Your preceptor must be ASBP licensed as a preceptor. It is your responsibility to check with the preceptor to verify if he or she is licensed as a preceptor! You may fax, e-mail or mail your reports in to the Board. Remember to keep a copy for your records and track the hours you have submitted! For questions regarding intern hours please contact Valerie Suwinski at the email address below.

[Requests for totals of hours submitted must be by email only!](#)

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